

Vehicle - see an. - 1/12/68

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Government Vehicles  
Proper and Economic  
use of -

GOVERNMENT OF MAHARASHTRA,  
Finance Department,  
Circular No. FNR-1067/967/VII  
Sachivalaya, Bombay-32(B.), dated 1st July 1968.

C I R C U L A R

In the course of a test inspection of the log-books of vehicle of some Government Departments, it was noticed that the instructions contained in rule 69 of the Maharashtra Contingent Expenditure Rules, 1965 and the Government Circular, Finance Department No. FNR-1063/2156/VII, dated the 28th November 1963 with regard to the maintenance of log-books were not being followed scrupulously by many offices. Some types of irregularities and shortcomings in regard to the use of Government vehicles and maintenance of log-books noticed in these test-checks are enumerated below:

- i) Log-Books are not being maintained in the prescribed form.
- ii) The exact purpose of the journey is either not mentioned or mentioned by using vague terms such as "discussion".
- iii) Under the orders issued in the Government Circular, Finance Department No. FNR-1063/2156-VII, dated the 28th November 1963, an officer of the rank of Deputy Secretary or above in the case of Administrative Department of Secretariat or in the case of other Departments, the Heads of the Department himself or officer in charge of the maintenance and safe custody of the Government vehicles is required to scrutinise the log-books at least once a month. This requirement is not being followed.
- iv) The timings indicating the departure from and arrival in the garage are not stated.
- v) The exact mileage covered by each journey is not stated.
- vi) A proper account of petrol purchased and mileage covered, etc. is not drawn up as required under rule 69 of the Maharashtra Contingent Expenditure Rules, 1965. In some cases, the mileage covered per litre of petrol was found to be quite low.
- vii) The actual user of the vehicle is required to sign the log-books. Where the user is a non-gazetted Government servant, a higher officer is required to sign the log-book. This is not being done.
- viii) The log-books are not filled in a slip-shot manner.
- ix) The log-books are not filled in immediately after the journey is performed, and entries are recorded on subsequent dates.

- x) In the cases when vehicles are taken to far-off places details of all the distances travelled are not shown in the log book. Thus in one case, when the journey was performed from Bombay to Aurangabad, only one entry viz. "Bombay to Aurangabad and back 960 Kms." was made. Additional journeys if any, in and around the places of destination or on the way to or back from it, were not indicated.
- xi) Rules governing the use of Government vehicles have not been framed by several Departments.
- xii) A register showing the record of the recovery of hire charges on Account of use of Government vehicles for private use is not maintained.
- xiv) Vehicles are parked at the residence of officers unauthorisedly instead at the office premises/garages.
- xv) ~~xxx~~ History sheets of the vehicles are not maintained.
- xvi) Vehicles are some times driven unauthorisedly by persons other than the incumbents of the posts of drivers.
- xvii) Load in excess of the permissible maximum limit is actually carried but load to the extent of maximum capacity only is recorded.

2. With a view to ensuring effective check against misuse or use of Government vehicles, in addition to the provisions of Rules 69 and 70 of the Maharashtra Contingent Expenditure Rules, 1965, and in supersession of all orders issued in this behalf Government is pleased to prescribe the rules given in the accompaniment to this Circular, for maintenance etc. of Government vehicles.

3. All Heads of Departments and Officers entrusted with the maintenance and safe custody of Government vehicles should bring these rules to the notice of all concerned and see that they are followed scrupulously. Suitable action for breach of any of these rules should be taken against the defaulters.

4. Government desires that inspection of log-books should be made, a specific item of routine and surprise inspection in the of the offices of Heads of departments and Heads of offices carried out by the Administrative Departments and in the inspections of the subordinate offices carried out by Heads of Departments. The Investigation Unit of the Finance Department should carry out surprise checks of log-books of Government vehicles with a view to verifying whether these instructions are being followed and report instances of non-compliance thereof to Government.

5. Log-books should be made available also for Audit scrutiny whenever the office/Department is inspected by the Audit Department.

By orders and in the name of the Governor of Maharashtra,

Sd/- M. D. SHANBHAG,

Deputy Secretary to Government.

Accompaniment: Rules for the use and maintenance of Government vehicles and log-books.

Rules for the use and maintenance of Government  
vehicles and log-books.

GENERAL:

1. A board or a plate with the words "Government of Maharashtra" and indicating the name of the Department/office to which the vehicle belongs should be exhibited prominently on each Government vehicle.
2. Use of the vehicle for private purposes should not be permitted except with the specific written permission of the Head of the Department. The special circumstances under which such a permission was granted should be clearly mentioned in the orders. Mileage charges at normal rates should be recovered from the officers using the vehicle for private purposes and the amount so recovered credited to Government account without any delay. A register in the prescribed form (vide Annexure-A) showing requisite details should be maintained and reviewed periodically by a responsible officer entrusted with the maintenance and custody of the vehicle. /by
3. The vehicle should be driven only/authorised drivers. If, in exceptional circumstances a person other than the authorised driver is allowed to drive the vehicle, the prior written, permission of the officer in charge should be obtained and recorded in the log-book, together with the circumstances in which it was necessary to grant such permission. Such permission should be granted only to persons holding a valid driving licence.
4. The vehicle should be maintained in good condition by the officer-in-charge of the vehicle. He should ensure particularly that the kilometer is in working condition.
5. History-sheet of every vehicle should be maintained regularly.
6. Vehicles should be parked, when not in use, in the garages wherever they are provided, or at the office premises, but in no case should they be parked at the residence of officers without specific permission of the Head of Department.
7. Heavy loads should not be permitted to be carried by vehicles like jeeps, station wagons, cars etc. which are meant only for carrying persons. In the case of vehicles meant for transport ~~of~~ of materials, load in excess of the maximum prescribed limit should never be permitted.
8. When the vehicles are kept off the road for a long time due to repairs or any other reason, prompt steps should be taken to direct the drivers/cleaners to offices where they can be usefully and actively employed. As far as possible, no driver or cleaner ~~s~~ should be kept idle.
9. The maintenance and periodical check-up servicing and repairs should be carried out through Government garages or S.T. Workshops. Private garages should be approached only in unavoidable circumstances after obtaining specific sanction of Government and after inviting tenders and getting the rates certified by Government garages.

**Note:** The words "repairs" and "maintenance" used in this Rule and elsewhere in these Rules may be broadly defined as Under:-

- (i) **Repairs:-** It is an operation requiring replacement of worn-out or broken components or parts of a vehicle to set right the defects in its working.
- (ii) **Maintenance:-** It is an operation involving servicing and lubrication of vehicles to ensure good running and prolong the life of a vehicle.

### LOG-Books

10. Log-books, in the form prescribed under Rule 69 of the M.C.E. Rules, 1965, should invariably be maintained regularly. The log-book, in the prescribed form, may be maintained in Marathi or English.

11. All the entries in the log-book should be filled in invariably immediately after such journey is performed, neatly and legibly.

12. The exact purpose of the journey, the places visited and the nature of duties performed should be clearly mentioned in adequate so that those entries in the log-book are susceptible of independent check. Vague terminology such as "discussion", "inspection of work or site", etc. should be avoided where the purpose of the journey is not stated at all or is stated in such manner that the exact purpose is not clear, recovery from the officer should be made at normal rates treating the journey to be for private purpose.

13. The log-book should indicate all the details also in respect of additional journeys undertaken, if any, on the way to and from in and round, the place of final destination.

14. The Officer-in-charge of the Government vehicle should keep a record of mileage done by each tyre fitted on the wheels of the vehicle, as well as that of repairs, servicing, and replacements carried out, and also keep an account of hire charges recovered and credited to Government. He should maintain a register showing the list of all tools and component parts attached to the vehicles e.g. spare wheels, tyres, tools, tubes, and other easily removable parts. He should also be held responsible for their safe custody. Proper account of petrol purchased and mileage covered should be drawn up as required under Rule 69 of the M.C.E. Rules, 1965. The Officer concerned should ensure that such an account is drawn up and he should satisfy himself at least once in a month that the mileage covered is reasonable as compared to the petrol consumed. He should record a certificate accordingly in the log-book. Petrol and lubricating Oil should not be obtained over the signature of the driver of the vehicle. The Officer in charge of the vehicle or a senior class III Government servant duly authorised by the officer in charge of the vehicle, should obtain petrol and lubricating oil over their signatures. Lump entries in respect of purchase of petrol should not be made, entry should be made on each and every occasion whenever petrol is purchased.

15. The signature of the actual user, and if the actual user is non-gazetted Officer, the signature of a gazetted Officer authorising the journey, should invariably be obtained on the log-book.

16. Journeys from residence to office and back, journeys to and from air ports, railway stations, State Transport stands etc. should be considered as journeys on "Private purpose" and charges at normal rates should therefore, be recovered from the user and credited to Government.

17. Officers of the rank of a Deputy Secretary and above in the case of vehicles belonging to administrative departments of Secretariat, and the Heads of Departments themselves, or the Officers in charge of the maintenance and safe custody of Government vehicles in the cases of vehicles allotted to other Department should scrutinise the log-books atleast once a month to ensure that there is not misuse or improper use of Government vehicles and that the log-books are regularly and properly maintained as per the above rules. A certificate to this effect should accordingly be recorded in the log-book by them.

### ANNEXURE

Sr No	Date	Time in	Time Out	From	To	Milo-metre reading Before	Mileage After Journey	Driver's name	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

Name of the user.	Purpose of journey	Signature of the user.	Charges recovered	Challan No.	Receipt No.	Remarks.
11.	12.	13.	14.	15.	16.	17.